

ATTACHMENT D: Sample Job Diary

Job Diary

Subject Matter Expert Information	
Name of Interviewee	Department
Current Civil Service Classification	Division/Work Unit
Working Title (<i>if different</i>)	Work Location
Telephone Number	Date Completed
Length of Time in Current Classification	<input type="checkbox"/> Incumbent <input type="checkbox"/> Supervisor

The purpose of this diary is to identify the job tasks or activities that are performed in the (*name of classification*) classification at Department XYZ. Please provide the following information relative to your position as a (*name of classification*):

- A. Record all of the activities you have performed today in the space provided.
- B. Provide the appropriate code for the approximate amount of time you spent on each activity. Do not feel that the time must add up to eight hours. We are more interested in the relative amount of time spent on each activity.
- C. Rate each activity on its *importance* using the following scale:
 1. **Not important** – Improper/incomplete performance results in very few, if any, problems.
 2. **Slightly important**
 3. **Important** – Improper/incomplete performance results in delays, costs, and/or health/safety concerns which are moderately damaging to the department/division/work unit.
 4. **Very Important**
 5. **Critical** - Improper/incomplete performance results in delays, costs, and/or health/safety concerns which are substantially damaging to the department/division/work unit.

[illegible]